

SECRET

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100090089-1

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|---|-------------|---|------------------|---|-----------------|---|--------------------------------|
| REPORTS INVENTORY | | | | | | CONTROL NO. <i>DD5/oc-014</i> | |
| PREPARE IN DUPLICATE | | | | | | | |
| 1. TITLE OF REPORT (If a fill-in report include Form No.) Manning Table | | | | | | 2. TYPE OF REPORT <input checked="" type="checkbox"/> STATISTICAL <input checked="" type="checkbox"/> NARRATIVE <input checked="" type="checkbox"/> MACHINE-NAME LISTING | |
| 3. FUNCTIONAL AREA | | <input checked="" type="checkbox"/> PERSONNEL | | LOGISTICS | | ADMIN. GENERAL | |
| | | | | SECURITY | | OTHER (specify) | |
| | | | | FINANCE | | <input checked="" type="checkbox"/> COMMUNICATIONS | |
| 4. NO. OF COPIES PREPARED 60 | | 5. FREQUENCY (weekly, monthly, quarterly, etc.) Tri-ester | | | | 6. DISTRIBUTION (No. of components not number of copies) Field Areas & Hqs | |
| 7. FORMAT (memorandum, form computer print-out, etc) | | 8. ADP PROCESSING YES IF YES GIVE ADP PROCESSING NO. <input checked="" type="checkbox"/> NO | | | | 9. DIRECTIVE AUTHORITY REQUIRING REPORT Director OC | |
| 10. PREPARING COMPONENT (include lowest level contributing information to report) OC-A/PB/AREA DESK | | | | 11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) None | | | |
| 12. COST FACTORS | | | | | | | |
| A. MANUAL PREPARATION AND REVIEW COSTS | | | | | | | |
| GRADE | HOURLY RATE | X | HOURS PER REPORT | = | COST PER REPORT | X | TIMES PREPARED = COST PER YEAR |
| GS-4 | 2.81 | | 20 | | 56.20 | | 3 168.80 |
| GS-9 | 5.07 | | 8 | | 40.56 | | 121.68 |
| | | | | | 96.76 | | 290.48 |
| B. COSTS OF COMPUTER PRODUCED REPORTS | | | | | | | |
| | | | | | | | |
| TOTAL COSTS PER YEAR | | | | | | | |
| 13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. Report is required by Field Area Chiefs, and Director of Communications. | | | | | | | |
| 14. FUTURE GOALS | | | | | | | |
| GOAL PROPOSED BY COMPONENT FOR THIS REPORT | | | | | | ESTIMATED SAVINGS | |
| <input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain) | | | | | | MAN-HOURS DOLLARS | |
| <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE | | | | | | 25X1 | |
| 16. DATE OF INVENTORY 30 Sept. 1970 | | 17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Approved For Release 2006/11/13 : CIA-RDP75-00399R000100090089-1 | | | | | 18. EXTENSION |